

State of Delaware  
Homeland Security Advisory Council  
Unmanned Aerial Vehicle (UAV) Subcommittee

Minutes

9/3/2015

1330-1530

Delaware State Fire School, Room 7  
Dover, DE 19901

**1. Welcome and Room Introductions**

- a. Dwayne Day led introductions around the room.

**Present Voting Committee Members**

Dwayne Day	DelDOT
Ray Holcomb	Department of Safety and Homeland Security
Robert Newnam	Delaware State Fire School
Adam Ringle	Wilmington PD

**Members Present by Proxy**

Paul Huang	University of Delaware (Proxy for Herbert Tanner)
Jimmy Kroon	Department of Agriculture (Proxy for Secretary Kee)

**Present Non-Voting Committee Members**

Josh Thomas	DelDOT
Joe Hughes	League of Local Governments

**Also Present**

Billy Baker	Delaware State Fire School
Erin Coombs	Jacobs
Lisa Morris	Department of Justice

**Absent Voting Committee Members**

Eric Bowers	Dover AFB
Edwin Kee	Department of Agriculture
Darren Short	Delaware State Police Aviation
Jeff Streavel	
Herbert Tanner	University of Delaware
Dallas Wingate	Delaware National Guard

**Absent Non-Voting Committee Members**

Jerry Brennan	Delaware State Fire School
Kimberly Chandler	Department of Safety and Homeland Security
Matthew Laick	Department of Safety and Homeland Security

Brian Malloy  
Chris Marsh  
Don Pope

Delaware National Guard  
DelDOT  
Delaware State Police

## **2. Approval of Previous meeting minutes**

- a. J. Kroon motioned to accept the minutes. Motion was seconded by R. Holcomb, motion passed and minutes were approved.

## **3. Old business**

- a. Last meeting the committee talked about website development. Working with DTI this has been started. Dwayne provided snapshot of the home page for the committee to review. The website must follow a Common look/feel of DelDOT's site. Dwayne asked the committee to provide recommendations/changes.
  - i. Plan is for 1 person from committee will take each category and provide information
  - ii. A. Ringle supply photos of UAV usage.
  - iii. Goal is for site to go live next month.
  - iv. Site to provide guidance to local agencies and serve as a repository for information.
- b. L. Morris reached out to Deputy Attorney General Kathy Jennings for criminal use of UAV's legislation. The intent is to provide LE with guidance if they encounter a UAV operated unsafe or illegally.
  - i. Hasn't heard back from them yet with more information.
- c. New Castle County Police Department has been unresponsive to R. Holcomb's inquiries about UAV usage.
- d. There was limited input from the committee regarding J. Hughes' letter. The committee agreed to wait until the website goes live for more comments.

## **4. New business**

- a. Next HSAC meeting is scheduled for September 17, 2015. Dwayne will brief the HSAC.
- b. Chiefs of Police meeting next week—possibly provide a briefing during the meeting and request input on the site.
  - i. R. Holcomb to check and see if they are interested in briefing
- c. R. Holcomb will need to reach out to Chief Cummings of Wilmington PD and provide letter allowing A. Ringle to release information concerning COA process.
- d. Legislation;
  - i. D. Day and Lisa Morris are working on recommended legislation that will amend the HB 195. The population will be decreased from 5,000 to 1,500 people and the section about flying over first responders during response to an emergency incident will be reinserted. A section will be added stating that law enforcement has the authority to temporarily confiscate

UAVs. Also, a section will state that state UAV laws trump municipal laws.

- e. DJI Software has a new update that includes a “geo-fence” that does not allow you to fly near airports (unless the operator finds a way to override this update).
- f. J. Thomas “NO FLY ZONE” interactive map titled “Safe UAV Flights in Delaware.” Plan is to link map to the website. Map uses the ArcGIS base map data feature. Provides permitted fly areas based on 5-mile airport buffer (from runway). The map provides contact information for the airport notification requirement and direct contact for reporting usage as well as suspicious activity/violations to federal/state UAV regulations. Any flights in areas managed by Department of Parks and Recreation are prohibited unless requested a head of time.
- g. AC 91-57A, Model Aircraft Operating Standards
  - i. 1983 first AC circular released and was still being used as a legal advisory until AC 91-57A was released.
- h. 3 business in the state that have COAs to fly:
  - i. Wilmington--1 is videographer/photography
  - ii. Seaford—Utility inspections
  - iii. Magnolia—Aerial inspection/surveying/videographer/mosquito & insect control

**5. Conferences/industry events**

- a. None.

**6. Action, recommendations & research items**

**7. Next meeting—Because of scheduling conflicts,** the committee voted to hold the next UAV meeting on Wednesday October 7, 2015 @ 1:30PM.

- a. B. Newnam motioned to adjourn the meeting and R. Holcomb seconded—motion carried. Meeting adjourned at 2:44PM.